SASKATCHEWAN'S VOLUNTARY SECTOR: REFLECTING OUR STRENGTH

VOLUNTEER BOARD MEMBERS OF NON-PROFIT CORPORATIONS AND PERSONAL LIABILITY

Government of Saskatchewan

There are more than 6,000 registered non-profit corporations in Saskatchewan. Significant numbers of these volunteers serve on boards and committees of these organizations. Volunteers are vital to the effective governance of these organizations, which contribute to the betterment of our province.

Most volunteer activities pose no legal risk, but some do. In recent years many of these organizations - and the volunteers who serve them as officers or directors - have expressed growing concern about liability issues. They recognized that litigation is becoming more common in our society. Some officers and directors were uncertain about the legal ramifications of their volunteer work. They had real concerns about the extent of their personal liability if something went wrong.

Organizations worried that this uncertainty would make it more difficult to recruit volunteers to their boards. At the same time, the public is justified in expecting that non-profit organizations will be accountable and businesslike in managing their affairs.

Striking A Balance

During the 2003 legislative session the government of Saskatchewan took steps to address the situation by amending *The Non-Profit Corporations Act*. The changes strike a balance, recognizing board members' need for protection from potential liabilities, while addressing the public's need for accountability from the non-profit sector. The amendments and changes also clarify the responsibilities of directors of non-profit corporations.

What Are Directors' Responsibilities?

Directors and officers of non-profit organizations are responsible for governing the affairs of the organization on behalf of its members, and to do so within the law.

They have three basic duties:

The duty of diligence: to act reasonably, prudently, in good faith and with a view to the best interests of the organization and its members;

The duty of loyalty: to place the interests of the organization first, and to not use one's position as a director to further private interests;

The duty of obedience: to act within the scope of the governing policies of the organization, and within the scope of other laws, rules and regulations that apply to the organization.

Liability may arise when a law is broken, when a contract is breached or when an act, or failure to act, causes injury or damage to another person. However, it is important to distinguish between corporate and personal liability.

Even in situations where the organization is found to be liable for some reason, a director or officer who fulfills the duties listed above is not personally liable. In liability cases involving non-profit corporations, the courts have tended to consider the actions of directors and officers on a case-by-case basis, applying the duties of diligence, loyalty and obedience as general standards of conduct.

A director's best protection against personal liability is to apply his or her skills, knowledge and experience - and his or her own high ethical standards - on behalf of the organization, as they would in their personal life.

Clarifying Directors' Responsibilities

The amendments to *The Non-Profit Corporations Act* spell out four main points where uncertainty about corporate and personal liability existed before. These changes help clarify where volunteer directors are liable, and where they are not.

1. Generally directors and officers of non-profit corporations are not personally liable for acts or omissions connected with their responsibilities to these corporations.

2. Directors and officers are protected from civil actions whether or not they receive compensation from the non-profit corporation.

3. Such protection only covers acts done in good faith. It does not protect directors or officers who act for personal gain or who commit acts of fraud, criminal misconduct or offences against other Acts.

4. This protection for directors and officers does not cover legal obligations such as unpaid tax or employment insurance remissions, unpaid wages to employees of the organization, or certain kinds of environmental damage.

A Vibrant Voluntary Sector

The provincial government amended *The Non-Profit Corporations Act* to assist in ensuring Saskatchewan's voluntary sector remains healthy and vibrant. The government also recognizes that the people of Saskatchewan expect volunteer directors and officers to adhere to high standards of conduct, to apply sound management practices in their board activities and to uphold the trust given to them. By amending *The Non-Profit Corporations Act* the government of Saskatchewan has addressed these concerns and expectations in a fair and balanced way.

Saskatchewan Culture, Youth and Recreation:
http://www.cyr.gov.sk.ca/

New Rules Help Protect Volunteer Boards

Volunteers make major contributions to the quality of life in Saskatchewan. The latest available statistics show that each year, 42 per cent of all Saskatchewan people over the age of 15 volunteer their time and talents. We have the highest rate of volunteer participation in the country.

Additional Resources

Duties and Responsibilities of Directors of Non-Profit Corporations, by Hugh M. Kelly and Mark R. Frederick. Toronto: Printwest, 1999.

LawNow Frequently Asked Questions, http://www.law-nonprofit.org/faq.htm (A Web site providing information on legal issues, including questions and answers on a variety of topics).

Volunteers and the Law: A guide for volunteers, organizations and boards, http://www.publiclegaled.bc.ca/volunteers (A Web document prepared by the People's Law School).

http://www.boarddevelopment.org (A Web site on board development training, accountability and governance in the Canadian voluntary sector).

http://www.unitedwayregina.ca/pages/volunteer_regina/ (A Web site for the volunteer sector in Regina).

http://www.volunteersaskatoon.com/ (A Web site for the volunteer sector in Saskatoon).

This document is intended only to provide basic information for officers and directors of non-profit corporations. It contains legal information, but it is not intended to replace professional legal advice. If legal advice is required with respect to a specific issue or circumstance, talk to a lawyer.

SASKATCHEWAN'S VOLUNTARY SECTOR: REFLECTING OUR STRENGTH

THE PREMIER'S VOLUNTARY SECTOR INITIATIVE

An Inventory of Government of Saskatchewan Interaction with the Voluntary Sector

CHAIR: DOREEN HAMILTON, MLA, REGINA WASCANA PLAINS

CO-CHAIR: TRACEY MANN, UNITED WAY REGINA

105-02670/

2004 Inventory of Interaction Message

I am pleased to provide you with an updated 2004 *Inventory of Government of Saskatchewan Interaction with the Voluntary Sector* originally published in the Premier's Voluntary Sector Initiative Report of November 2002. It provides an excellent resource in terms of presenting the linkages and interactions between government and the voluntary sector.

I am sure you will find this information to be very useful.

Doreen Hamilton
Legislative Secretary
Premier's Voluntary Sector Initiative

APPENDIX B: AN INVENTORY OF GOVERNMENT OF SASKATCHEWAN INTERACTION WITH THE VOLUNTARY SECTOR

(This Appendix presents information available to date. It is expected that the information will change periodically.)

Department	Current Volunteer Interaction	Number of Volunteers	Funding of Volunteer Activities	Voluntary Agreements/Contracts	Volunteer Recognition
Agriculture, Food and Rural Revitalization (SAFRR) See Page 31 for additional details.	**Producer/Commodity Groups – Includes:** Saskatchewan Herb and Spice Association, Saskatchewan Horticultural Society, Saskatchewan Pulse Growers, Quality Starts Here, Canary Seed Association, cattle feeder associations, forage groups, certified crops and organics. **Research Community – Includes:** University of Saskatchewan, Indian Head Agricultural Research Foundation, South East Research Farm, East Central Research Foundation, North East Agricultural Research Foundation, Western Applied Research Corporation **Interest Groups – Associations including professional organizations:** Saskatchewan Veterinary Medical Association, Saskatchewan Institute of Agrologists, Native Plant Society, and, Society for Range Management. **Other Interest Groups** **The Action Committee for the Rural Economy (ACRE)** **Bertha Armyworm Monitoring** **Canadian Centre for Health and Safety in Agriculture** **Canadian Western Agribition** **Connections Services** **Conservation Learning Centre** **Crop Reporters** **Family Farm Foundation** **Farm Stress Line Advisory Group** **Inter-agency Water Quality Publications Committee** **Institute of Agricultural, Rural and Environmental Health** **International Personnel Management Association** **Kelsey Rural Development Corporation** **National Farmers' Union** **Nipawin & District Agriculture ECD** **Nipawin Ethanol Development Committee** **PMU Code of Practice Committee** **Provincial Council of ADD Boards** **Regina Exhibition Association** **Royal Red Horse Show Hosting Committee** **Sask 4-H Council** **Sask Association of Agricultural Societies & Exhibitions** **Sask Country Vacation Association** **Sask Society for the Prevention of Cruelty to Animals** **SaskWomen's Agricultural Network** **Sask. Women's Institute** **Saskatoon Prairieland Exhibition** **Seager Wheeler Farm** **South West Forage Association** **Wheatland Conservation Area Inc.**	**Producer/Commodity Groups:** estimated at over 1,000 **Research Community:** estimated at 50 **Interest Groups – Associations that represent professional organizations:** Not known **Other Interest Groups** **ACRE:** 43 **Bertha Armyworm Monitoring:** 170 **Canadian Centre for Health and Safety in Agriculture:** 15 **Canadian Western Agribition:** 24 committees each with between 5-20 volunteers. **Connections Services Directory:** Not known **Conservation Learning Centre:** 7 **Crop Reporters:** 300 **East Central Research Foundation:** 7 **Family Farm Foundation:** 30 **Farm Stress Line Advisory Group:** 12 **Institute of Agricultural, Rural and Environmental Health:** 44 **International Personnel Management Association:** 117 **Kelsey Rural Development Corporation:** 10 **National Farmers' Union:** Not known **Nipawin & District Agriculture Economic Development Committee:** 11 **Nipawin Ethanol Development Committee:** 4 **North East Agricultural Research Foundation:** 7 **PMU Code of Practice Committee:** 2 from Sask. **Provincial Council of ADD Boards Inc. (PCAB):** 1,308 **Regina Exhibition Association:** Not known **Royal Red Horse Show Hosting Committee:** estimated in the 100's **Sask 4-H Council:** 1,213 volunteer leaders; 43,344 members who also provide volunteer services in communities **Sask Association of Agricultural Societies & Exhibitions:** SAASE Board has 10 members. There are 60 societies and exhibitions, each with an estimated 10 volunteers. **Sask Country Vacation Association:** 7 Directors **Sask Prevention of Cruelty to Animals:** 8-10 **SaskWomen's Agricultural Network:** 40-50 **Sask. Women's Institute:** 200 **Saskatoon Prairieland Exhibition:** 400-500 **Seager Wheeler Farm:** 7 **South West Forage Association:** 6 **Wheatland Conservation Area Inc.:** 7	Check off – Organizations collecting a check off fund/levy operate under various funding mechanisms. In some situations the Board of Directors may receive only expense reimbursement, or may receive expenses and a per diem. Membership based – Funding and payments to members of the Board of Directors varies depending on the size and possibly the maturity of the association. **Other Interest Groups:** Government funds members' expenses and honoraria, and contracts for special reports, facilitation, etc. **Bertha Armyworm Monitoring:** No **Canadian Western Agribition:** Committee chairs are reimbursed for expenses. **Conservation Learning Centre:** No **Crop Reporters:** No **East Central Research Foundation:** No **Family Farm Foundation:** SAFRR has provided some contract funding to allow for staffing. **Farm Stress Line Advisory Group –** members receive travel expenses **Indian Head Agricultural Research Foundation:** No **Nipawin & District Agriculture Economic Development Committee:** No **Nipawin Ethanol Development Committee:** No **Provincial Council of ADD Boards** **Inc. (PCAB):** SAFRR provides administrative support to PCAB. **Sask 4-H Council:** Funding provides dollars for paid staff and programming. SAFRR has a seat on the board. **Sask Association of Agricultural Societies & Exhibitions:** SAASE is provided with lottery funds. **Sask Society for the Prevention of Cruelty to Animals:** Have formal contract for delivering the Animal Protection Act on behalf of SAFRR. **SaskWomen's Agricultural Network:** Organization operates with membership fees and government grants. There are no paid employees. **Sask. Women's Institute:** Board members receive limited travel expenses. **Saskatoon Prairieland Exhibition:** No **Seager Wheeler Farm:** No **South West Forage Association:** No **Wheatland Conservation Area Inc.:** No	**Interest Groups – Associations that represent professional organizations:** No formal agreements. **Other Interest Groups:** ACRE members are appointed by an Order in Council. As committee members were added, personal services contracts were used. **Provincial Council of ADD Boards Inc. (PCAB):** SAFRR has a number of contracts with PCAB for project delivery. **Sask 4-H Council:** SAFRR provides a 3-yr funding agreement plus an annual Memorandum of Understanding (MOU) for in-kind services.	**Producer/Commodities Groups:** No formal programming **Other Interest Groups:** ACRE: No **Canadian Western Agribition:** Volunteers receive a show pass, rodeo pass, and ticket to the exhibitors' reception. A person who has volunteered for two years receives an Agribition jacket. **Conservation Learning Centre:** Informal recognition **Crop Reporters:** Receive an annual appreciation gift plus recognition for years of service **East Central Research Foundation:** Informal recognition **Indian Head Agricultural Research Foundation:** Informal recognition **Nipawin & District Agriculture Economic Development Committee:** No formal programs in place for recognition. **North East Agricultural Research Foundation:** Informal recognition **Provincial Council of ADD Boards Inc. (PCAB):** Few. Informal and inconsistent. **Sask 4-H Council:** Sask 4-H Council provides certificates for years of service and a Hall of Fame. **Sask Association of Agricultural Societies & Exhibitions:** Recognition is provided by SAASE and individual ag societies (i.e.) certificates for years of service, awards for special programming. **Seager Wheeler Farm:** Informal recognition **South East Research Farm:** Informal recognition **South West Forage Association:** Informal recognition **Western Applied Research Committee:** Informal recognition **Wheatland Conservation Area Inc.:** Informal recognition

Department	Current Volunteer Interaction	Number of Volunteers	Funding of Volunteer Activities	Volunteer Agreements/Contracts	Volunteer Recognition
Community Resources and Employment	**Summary** The Department of Community Resources and Employment (DCRE) enters into service agreements with community based organizations (CBOs) to provide funding for the delivery of a range of services for at risk children, families and individuals in DCRE regions. Most of the Department's programs are delivered locally through five regional offices and service centres located in 22 communities across the province. The Saskatchewan Housing Corporation, an Agency of Community Resources and Employment, operates through territory offices serving seven geographic regions. The territory offices work with housing authorities (also CBOs) in cities and towns, and other community agencies. Given the regional structure of program delivery, volunteer recruitment and organization is generally performed by the CBOs. Volunteers assist as members of elected Board of Directors, as well as in a wide range of service delivery areas. **Child and Family Services:** • In 2004-05, Child and Family Services Division funds the service of over 150 CBOs located in DCRE regions, • Services include group homes, children centres and safe homes; crisis interventions for supports to address personal and family violence; services to support family functioning such as counseling, mentoring and parenting skills; and support for children and youth; • Volunteer activities include serving as Board of Directors, fundraising, crisis line volunteers, adult mentors, child care, special events coordination, recreation activities, office assistance, etc. **Employment and Income Assistance:** Child Day Care: • Legislation requires Child Day Care centres to be governed by a Board of Directors (majority parent users) or Parent Advisory Committee, both of which are voluntary bodies; • Ninety percent of the 150 centres are operated by a Parent Board of Directors. **Career and Employment Services:** • Elected Board of Directors of 30 CBOs; • Some direct service provided to clients by volunteers, e.g. literacy, mentoring. **Income Security – Child Nutrition and Development Program:** • Legislation requires Child and Nutrition and Development Program centres are governed by a Board of Directors or Parent Advisory Committee; • The Child and Nutrition and Development Program provides support to approximately 45 CBOs, schools and school divisions; • These agencies provide service at approximately 180 sites; • Agency boards consist of community volunteers; volunteers also assist in the delivery of programs. **Community Living Division:** • Volunteers serve on elected Board of Directors of 96 CBOs; • Volunteers are also involved in reading programs, life skills, client chaperones, fund raising & special events. **Saskatchewan Housing Corporation:** • Housing authorities and other housing partners provide a network responsible for the day-to-day management of housing and the coordination of services to tenants in 345 communities across the province. Community-based housing authorities, non-profit groups and cooperatives, led by volunteer Boards of Directors, manage social and affordable housing projects on behalf of the Saskatchewan Housing Corporation. • Volunteers are appointed by ministerial order to serve without remuneration on 450 local housing authority and other non-profit boards. **Regions:** All CBOs within the various Regions have a volunteer Board of Directors, many of whom serve on ad hoc and standing committees. Activities including fundraising, promotion and publicity, programming, finance, recruitment and special events. The following lists additional volunteer activities by region. **Central Region:** • Nutrition programs, community gardening, health promotion, emergency services, parent facilitators, fundraising, mentors, advocacy, senior services. **Southwest Region:** • Elder services, mentoring, fund-raising, work placements, clerical duties, Community Justice Facilitators, seminars, child care, crisis lines; mentoring, crisis centres, child care providers, nutrition programs. **Southeast Region:** • Intersectoral Human Service representatives; Child Action Plan Committees. **Northeast Region:** • Shelter services, child care, crisis intervention; fund-raising, office support, mentoring, child care, clerical, recreation activities, crisis lines. **Northwest Region:** • Hospital and court accompaniment for victims of sexual assault; elders/mentors for children and families, 24 hour crisis lines in Lloydminister, the Battlefords and surrounding areas; food security supports including community kitchens, good food box program, meal preparation and child nutrition programs.	It is estimated that the Department receives assistance from over 13,000 volunteers. Some CBOs report volunteer activity in hours not people, so it is difficult to measure precisely. **Child and Family Service Division:** Estimated 1,500 board members with 1,000 additional volunteers. **Employment and Income Assistance:** **Child Day Care:** Approximately 1,050 volunteers serve as board members for 150 centres in the province. **Career and Employment Services:** Over 300 volunteers serve as members of Board of Directors with 30 CBOs. **Income Security – Child Nutrition and Development Program:** Over 1,000 volunteers contribute as board members, as well as in service delivery. **Community Living Division:** There are 847 volunteers on Boards of Directors and 3,100 additional volunteers (those volunteering with the Canadian National Institute for the Blind consist of 2,800 of the 3,100). **Social Housing – Saskatchewan Housing Corporation (SHC):** There are approximately 2,500 volunteer board members serving on the 450 housing authorities, non-profits and cooperatives in the province. **Regions:** Over 2,000 serve as volunteers on boards and in other capacities. Due to the regional program delivery structure, most of the volunteer numbers for the divisions will be included in the regional numbers.	The department provides operational funding to CBOs for delivery of service. The department does not normally provide funding for volunteer activities. In some cases funding is available to provide workshops, orientation sessions and various other educational workshops for board members.	Under the Department's regional delivery structure, there are 634 CBO agreements in place, including child day care and career and employment services. Within Social Housing, there are 450 housing delivery groups with Management Agreements with the province.	The majority of CBOs report that they have developed programs and events to recognize volunteers. Recognition events often take place at annual general meetings and special functions, and through agency newsletters, certificates and local newspapers. In the Northwest Region, members of the Board of Directors partner with high schools recognizing student volunteer hours for community services. In the case of housing authorities, a community event is organized to award long service awards at 10, 25, 30 and 35 years of board member service. All housing authority board members are insured for $50,000 Accidental Death and Dismemberment Insurance (AD&D) on a 24-hour basis. There is no cost to the board member.
Corrections and Public Safety	**Adult Corrections** Volunteer Probation Officers Chaplaincy volunteers, AA groups and Aboriginal cultural activities in correctional centres **Young Offenders** Volunteer Community Justice Committee (CJC) members Some community-based organizations with which the department has contracts use volunteers (surrogate victims, mentors)	**Volunteer Probation Officers:** 10 to 12 **Chaplaincy volunteers:** Each major correctional centre uses 75-140 volunteers per year **Volunteer Community Justice Committee:** Currently 6 active CJCs. (This does not include CJCs on First Nations which are formed and governed separately.) Committees typically have 5-10 members **Community-based organizations:** Unknown	**Adult Corrections:** Out of pocket expenses which would not otherwise be incurred by a volunteer may be reimbursed by the Director or Regional Manager of the host work unit. **Young Offenders:** In-kind services (meeting rooms, copying, etc.) may be provided by CPS or Justice.	**Adult Corrections:** Volunteer Probation Officers are appointed under Section 38 of the Correctional Services Act of Saskatchewan Correctional Centre volunteers are approved by the respective Centre Director. **Young Offenders:** Yes. CJCs planning to handle cases in which the law has been broken must: • apply to be incorporated as a non-profit charitable corporation • apply for official appointment by the Attorney General	**Adult Corrections:** Host work units wishing to establish a system of recognition for volunteers in order to acknowledge their time and energies shall do so in a manner that cannot reasonably be viewed as payment for services. This recognition may take the form of a hospitality function or token gifts in accordance with government policy. **Young Offenders:** A letter of appointment is received from the Attorney General. Regional CPS offices may choose to acknowledge the development/activities of a CJC through non-monetary means.

Department	Current Volunteer Interaction	Number of Volunteers	Funding of Volunteer Activities	Volunteer Agreements/Contracts	Volunteer Recognition
Culture Youth and Recreation **See Page 32 for additional details.**	Saskatchewan Culture, Youth and Recreation works closely with volunteers and the voluntary sector from a number of different perspectives. These include very close relationships with the three "global" organizations (Sask Sport Inc., SaskCulture, Inc. and Saskatchewan Parks and Recreation Association) that oversee the operation of 12,000 community organizations that deliver sport, culture and recreation programming on behalf of government. As well, the department has a strong relationship with the Saskatchewan Arts Board, Sask Film, and other arts and culture organizations in support of the province's cultural sector. **Royal Saskatchewan Museum (RSM):** 1. Volunteers are involved in most of RSM's program areas including curatorial, exhibits, public and educational programming, and conservation. Volunteer participation in Exhibits and special event programming has seen an increase over the past year, while participation in education program delivery and fossil preparation remains about the same level as previously experienced. 2. A program, specifically developed for high school students, has been developed and will be implemented in the fall of 2004. This program will aid students in completing their community service requirements. 3. The RSM Associates Inc. is the museum's "Friends" organization that operates the Gift Shop and delivers programs and events which support the RSM. New RSM Associate's programming has resulted in an increase in the variety of volunteer opportunities and the level of volunteer involvement. **Saskatchewan Heritage Foundation:** The principal volunteer involvement relates to the Claybank Brick Plant National Historic Site rehabilitation project, and the important role of the locally based Friends' group. They volunteer their time to the project throughout the year, particularly for the period April 1 – September 30, for a variety of tasks including tour guiding, site maintenance, fundraising and special events. The Heritage Foundation's principal mandate/activity is the administration of five cost-shared grant programs. Many grant allocations are in support of heritage initiatives largely driven by volunteers, including historic building restoration, archaeological investigations, First Nations initiatives, oral history projects, heritage conferences, cemetery restorations, and various heritage research/publications projects.	**Royal Saskatchewan Museum (RSM):** The RSM currently has a core group of about 25 volunteers, with an additional 25+ being involved in special events and programming on an occasional basis. Volunteers contributed almost 1000 hours in services in the past fiscal year. **RSM Associates:** 12 Board members; number of volunteers varies. **Saskatchewan Heritage Foundation:** Core group of 20; other numbers vary.	**Royal Saskatchewan Museum (RSM):** One-half of the time of one permanent full-time, level 6 staff person is designated for volunteer management for the RSM. Approximately $1,000 is identified in the current budget for volunteer recognition. **RSM Associates:** Recruitment and placement of RSM Associate volunteers is managed by the RSM Volunteer Co-ordinator with the participation of the RSM Associate Program Co-ordinator. **Saskatchewan Heritage Foundation:** The Heritage Foundation provides the salary for a part-time (60%) Executive Director for the Society. That person acts as the principal liaison between the two groups, raises funds, hires and trains tour guides, books tours, ensures donor/sponsor recognition, plans special events and works to improve the interpretive program from year to year.	**Royal Saskatchewan Museum (RSM):** Liability insurance for volunteers is in place through the RSM's membership in SaskCulture Inc., and in the case of the RSM Associates through the organization's private liability insurance. Position descriptions are written for, and given to, each volunteer. A policy and procedure manual is in development and will include the museum's statement of ethical conduct in the museum environment **RSM Associates:** RSM Associate volunteers are managed by the RSM Volunteer Co-ordinator and the same policies and procedures apply to these individuals as apply to volunteers in the RSM's in-house programs. **Saskatchewan Heritage Foundation:** Yes. A Co-operating Agreement is modified each year and signed by a representative of both the Heritage Foundation and the Claybank Brick Plant Historical Society.	**Royal Saskatchewan Museum (RSM):** Research into how to best recognize and support volunteers to encourage long-term commitment and to enhance the image of the RSM's volunteer programs within the community is still ongoing. Current recognition involves a free 1-year membership to the RSM Associates after a completion of 50 hours. Individual units/supervisors within the Museum provide informal, impromptu acknowledgements of volunteer contributions. Practical experience for students (e.g.) teaching, archaeology, palaeontology, provides excellent opportunities for students during and after their studies. **RSM Associates:** An informal evening organized by the Museum Director is held for the Board of Directors. **Saskatchewan Heritage Foundation:** We don't have a formal program of recognition for these volunteers, but we do acknowledge their contribution in other ways.
Environment	**Individuals** **Provincial Park Campground Hosts** **Provincial Park Risk Management/Safety Support Committees:** (i.e.) Park Watch, Fire Protection. **Environmental Protection:** water sampling, recycling, paint exchange. **Public Advisory Committees:** (i.e.) provincial park planning, Crown land use planning, habitat management, etc. **Habitat Improvement:** (i.e.) water sampling, wildlife patrols, fish stocking, geese round-up. **Volunteer Groups** **Provincial Park Stewardship Projects** **Service and Youth Clubs:** (i.e.) Sasktel Pioneers, Scouts, Guides – involved in a variety of stewardship activities such as trail development and maintenance, campground maintenance, riverbed and shoreline revitalization. **Provincial Park Snowmobile and Cross Country Ski Trails:** development and maintenance. **Special events and fund-raising:** by Cottage Owners' Associations and local tourism and recreation associations. **Habitat Protection:** (i.e.) planting trees, fencing, research, fish stocking. Groups include Sask Wildlife Federation, Scouts, Girl Guides, Cadets, schools, etc.	**Individuals** **Provincial Park Campground Hosts:** 20 in approximately 12 locations **Provincial Park Risk Management/ Safety Support Committees:** Approx. 50 **Environmental Protection:** Approx. 25 **Public Advisory Committees:** Approx. 75 committees = 500 individuals **Habitat Improvement:** Approx. 350 **Total:** 1,000+ individuals **Volunteer Groups** **Provincial Park Stewardship Projects:** Approx. 30 groups = 300 volunteers **Provincial Park Snowmobile and Cross Country Ski Trails:** Approx. 12 groups = 120 volunteers **Special events and fund-raising:** Approx. 10 groups = 100 volunteers **Habitat Protection:** Approx. 50 groups; approx. 1,000 volunteers **Total:** approx. 100 groups with 1,500 individuals in the groups	There are a number of different scenarios within Saskatchewan Environment with respect to funding volunteer activities. For example, campground hosts are provided with a campsite for the summer valued at approx $850 in exchange for providing the customer service in the campground. In other cases, out-of-pocket expenses may be covered. In no case are volunteers paid for their time, or service. From a program perspective, each individual program area (i.e.) parks, fisheries, wildlife, forestry would administer its own volunteer initiatives including funding of equipment, supplies, recognition, etc. A 3rd Party Liability Insurance Policy for individual volunteers is purchased on a corporate basis; however, there are no other dollars allocated at the department level toward volunteer activities.	Within the Parks Program, individual volunteers are required to sign a Volunteer Services Agreement which outlines responsibilities, insurance, etc. Other program areas within the department are less formal in their relationships with individuals. Groups are required to enter into a Partnership Agreement with Saskatchewan Environment and in most cases are required to hold an insurance policy to cover off liability, injury to members, etc.	Youth involved in stewardship projects are provided with certificates, buttons, badges, patches, backpacks, etc. based on progressive involvement. Campground Hosts receive certificates of appreciation. Various programs, parks, and resource areas also provide customized recognition to their volunteers and groups in the form of appreciation barbecues, clothing and other merchandise. For volunteer groups, recognition varies from project to project. (i.e.) Name of the organization on a Habitat Protection Sign; department sponsored recognition barbecue for a Scout Group.
Government Relations and Aboriginal Affairs	**Immigration Branch** Immigration Branch does not directly engage community volunteers in programs and services delivery. The Branch provides grant funding to the four settlement agencies in the province (who are primarily funded by federal or other provincial government departments) to assist in the settlement and integration of recent newcomers in Saskatchewan. These settlement agencies do provide direct services to clients, sometimes through community volunteers. The agencies' boards of directors are community volunteers. In addition, the Immigration Branch shares information and works together with settlement agencies and other community-based organization in identifying services needs and finding solutions to issues impacting on the successful settlement of immigrants and refugees in Saskatchewan.	The Immigration Branch is part of a voluntary sector working group under Citizenship and Immigration Canada's "Strengthening the Voluntary Sector" initiative. **Provincial Secretary Division** **Heritage Property** **Government House Historical Society** The Society operates a number of volunteer-organized initiatives and events each year. These include tours of Government House, the Victorian Tea Room, the gift shop, and a number of special events held at the historic property.	**Immigration Branch:** None directly. Indirectly, not known. **Government House Historical Society:** 125 total (more than 5,000 volunteer hours annually)	**Immigration Branch:** The Branch provides grant funding to the four settlement agencies in the province to assist in the settlement and integration of recent newcomers in Saskatchewan. **Government House Historical Society:** The Society is self supporting through a range of fund-raising activities. The Society receives no funding from Government Relations and Aboriginal Affairs; however, the department provides office space, equipment and meeting space.	**Immigration Branch:** Contracts are in place with the four settlement agencies regarding grant funding provided to them on an annual basis. **Government House Historical Society:** The Society has liability insurance in place but no other formal agreements with its volunteers.	**Government House Historical Society:** The Provincial Secretary hosts an annual Volunteer Recognition luncheon at which a modest gift is given to each volunteer. The society arranges a champagne and shopping evening before Christmas exclusively for its volunteers. Other forms of informal recognition also occur.

Department	Formal Volunteer Integration	Number of Volunteers	Funding of Volunteer Activities	Volunteer Agreements/ Contracts	Volunteer Recognition
Health **See Page 33 for additional details.**	1. Several branches within Saskatchewan Health use volunteers: • through appointment of Ministerial Advisory Committees and establishment of Boards of Directors of non-profit organizations that the department assists with annual funding; • within Regional Health Authorities through appointment of ad hoc community advisory groups, normally centered around specific health issues such as a facility conversion (Carrot River, Kinistino, Hafford), facility construction (Fort Qu'Appelle, Moosomin), or a quality or care delivery issue in a particular location; • through liaison with community trust boards throughout the province that retain control over some locally raised funds to be used for health purposes; and • through liaison with non-governmental agencies (NGOs) and provincial coalitions. 2. Volunteer groups, agencies and organizations with which Saskatchewan Health is currently involved include: **Seniors Groups (Community Care Branch)** • Provincial Advisory Committee of Older Persons (PACOP) • Saskatchewan Seniors Mechanism Inc. • Saskatchewan Council on Aging Inc. **Mental Health Groups (Community Care Branch)** • Mental Health Advisory Council (MHAC) - 12 members • Schizophrenia Society of Saskatchewan • Canadian Mental Health Association (CMHA) in Saskatchewan • Saskatchewan Towards Offering Partnership Solutions (STOPS) To Violence **Alcohol and Drug Groups (Community Care Branch)** • Alcohol and Drug Abuse Advisory Committee (ADAAC) • St. Louis Alcoholism Rehabilitation Centre • Métis Addictions Council of Saskatchewan Inc. (MACSI) **Tobacco Groups (Population Health Branch)** • Liaison with several non-government agencies and coalitions on the topic of tobacco control: • Saskatchewan Coalition for Tobacco Reduction – The Coalition includes the following organizations: Canadian Diabetes Association, Canadian Cancer Society, Heart and Stroke Foundation of Saskatchewan, Saskatchewan Lung Association, Saskatchewan Medical Association, Saskatchewan Registered Nurses Association, Saskatchewan Association of School Councils and numerous health regions. **AIDS (Population Health Branch):** • Saskatchewan Advisory Committee on AIDS (SACA). Established under Order in Council for a five year mandate, the committee works with other government departments and organizations such as Saskatchewan Learning, Saskatchewan Justice, Saskatchewan Social Services, the Federation of Saskatchewan Indian Nations and the Métis Nation – Saskatchewan, all of which have liaison seats on this committee. Ad HocWorking Groups within Regional Health Authorities (RHAs). (Regional Accountability Branch): The Branch works with RHAs to develop volunteer community advisory networks within the regions. 3. Within **Regional Health Authorities**, there are thousands of volunteers who donate their time, energies and talents in the activities of auxiliaries, support groups, and in long term care, home care and acute care.	Unknown. An estimated 600 to 700 volunteers are engaged in activities that may receive partial funding, honoraria and reimbursement of travel expenses. **Provincial Advisory Community Of Older Persons:** 13 **Saskatoon Council on Aging Inc.:** Over 110 **Saskatchewan Seniors Mechanism:** Voluntary board of 16 **Mental Health Advisory Committee:** 12 **Schizophrenia Society of Saskatchewan:** Voluntary board of 10 plus approx. 100 volunteers **Canadian Mental Health Association:** Voluntary board of 13 **Saskatchewan Towards Offering Partnership Solutions:** Voluntary board of 8 **Alcohol and Drug Abuse Advisory Council:** 12 **Métis Addictions Council:** Currently under review **St. Louis Alcoholism Rehabilitation Centre:** Voluntary board of 7 **Saskatchewan Coalition for Tobacco Reduction:** Approx. 30 members **Saskatchewan Advisory Committee on AIDS:** 16 volunteer members appointed for a 3-year term **Ad HocWorking Groups within RHA's:** Approx. 300-400 **Regional Health Authority Volunteers:** Thousands	Saskatchewan Health provides funding and other means of support for volunteer activities in a number of different ways. Please see Page 33 for details on the department's funding arrangements.	Saskatchewan Health has formal agreements with, and provides funding to several provincial advisory committees. Please see Page 33 for more details. Saskatchewan Health, through the Community Care Branch, has annual contracts and service agreements each year with: the Schizophrenia Society of Saskatchewan and the Canadian Mental Health Association (CMHA) for provision of specific mental health services; and with the Métis Addictions Council of Saskatchewan Inc. (MACSI), and St. Louis Alcoholism Rehabilitation Centre for provision of specific alcohol and drug services. These programs, in turn, have active volunteer sectors.	Saskatchewan Health does not have any volunteer recognition programs in place. Most organizations have their own programs to honour their volunteers. Regional Health Authorities and/or individual agencies within them may have volunteer recognition programs such as engraved plaques, certificates of appreciation, and special recognition events.
Industry and Resources	**Business and Co-operative Services:** Business and Co-operative Services promotes and supports the development (and in some case provides funding) to a number of non-profit organizations and co-operatives, all which are governed by Boards of Directors, including: 1. Regional Economic Development Authorities (REDAs) which support regional community economic development activity. 2. Neighbourhood Development Organizations (NDOs) which support inner-city community economic development 3. Co-operatives and Credit Unions which provide goods and services to members. **Small Business Loan Association Program:** The Board of Directors of co-operatives or corporations either for profit or non profit administer the SBLA Loans Program.	28 REDAs involve approximately 284 volunteer directors. 4 NDOs have about 32 volunteer directors and involve volunteers in many areas of activity. 1,300 co-operatives and credit unions involve about 10,000 volunteer directors and others on committees, etc. Serve more than 500,000.	**Regional Economic Development Authorities:** Up to: • $60,000 in matching funding for operations • $10,000 for youth development **Neighbourhood Development Organizations:** Up to $150,000 in core operating funding. **Co-operatives and Credit Unions:** Some grants to support development (up to $10,000). Some targeted operating funding • Centre for Study of Co-operatives • Core Neighbourhood Youth Co-op **Small Business Loan Association Program:** Once an SBLA is formed, it has access to a revolving fund that provides loans to businesses for the creation of jobs in the community. The interest from these loan payments is used to cover administration costs of the SBLA and for worthwhile projects in the community.	**Regional Economic Development Authorities:** Yes. Performance Management Contracts linked to long term strategic plan and annual work plan. **Neighbourhood Development Organizations:** Yes. Funding agreements linked to long term strategic plan and an work plan. **Co-operatives and Credit Unions:** As most co-operatives are autonomous there are only formal agreements where government funding is involved. **Small Business Loan Association Program:** Yes. Each SBLA enters into a formal agreement with Saskatchewan Industry and Resources to administer the Program.	**Regional Economic Development Authorities:** No **Neighbourhood Development Organizations:** No **Co-operatives and Credit Unions:** Yes. Co-operative Merit Awards jointly sponsored by the Canadian Co-operative Association and Industry and Resources recognizes the contribution of individuals and organizations. **Small Business Loan Association Program:** An SBLA Certificate Program has been developed to recognize their efforts in the creation of jobs. Success stories recognizing businesses for their job creation are sent out on a semi-annual basis to all SBLAs.
Justice	**Law Enforcement:** RCM Police Volunteer Auxiliaries are used to assist with regular police activities (e.g.) school presentations, routine office duties, assisting regular officers with traffic enforcement and patrol duties. Auxiliary police contribute approximately 100 hours per year. **Community Services:** Community Justice Committees are composed of volunteers who assist with criminal justice cases (adult and youth). Committees operate in Nipawin, Tisdale, Meadow Lake, Martensville, Kindersley, and Carrot River. **Victims Services:** Volunteers work with Victims Services Coordinators and civilian Aboriginal Resource Officers (ARO) to provide victims of crime and traumatic events with information support, court orientation, court accompaniment and referral to community agencies. The AROs and Coordinators work for local boards or Police Commissions that are funded through the Victims Fund.	**Law Enforcement:** 100 **Community Services:** Approx. 5-6 members/ committee. Total membership approx. 30 to 40 people **Victims Services:** Approx. 350 volunteers annually provide services to approx. 16,000 victims	**Law Enforcement:** No direct funding for their work but costs for uniforms and safety items such as body armour are paid by Law Enforcement Services. Cost is approximately $250 per volunteer. **Community Services:** No direct funding is provided, but training costs and travel to attend training and educational conferences is provided. **Victims Services:** Funding is provided for volunteer training, recruitment, supervision, transportation, volunteer incentives and insurance.	**Law Enforcement:** Volunteers sign an oath of confidentiality and must adhere to RCMP Policy which is provided to them. **Community Services:** A contract is made with each committee. All are constituted as a legal "non-profit organization." **Victims Services:** Local community boards enter into contracts with volunteers to work approx. 4 hours per week to provide support services to victims for one year. Volunteers receive 40-60 hours of training and must be security cleared by the RCMP or municipal police service.	**Law Enforcement:** Yes. The RCMP has an internal regulation regarding recognition. Two examples are recognition dinners and articles in community newspapers about the individual achievements of volunteer police auxiliaries. **Community Services:** Not at this time. **Victims Services:** Local boards host volunteer recognition events and/or give small gifts annually. They seek corporate or local business support in addition to a small amount from the Victims Fund to do this. The Minister of Justice annually provides tokens of thanks to all volunteers such as pins, pens, bookmarks during Victims Services Week, a time designated annually to recognize volunteer efforts.

Department	Current Volunteer Interaction	Number of Volunteers	Funding of Volunteer Activities	Volunteer Agreements/Contracts	Volunteer Recognition
Learning **See Page 34 for additional details.**	**Apprentice and Trade Certification Commission:** Volunteers sit on the Commission Board, Trade Boards, Examining Boards and Curriculum and Examination Development Boards. **Student Financial Assistance Branch:** The Scholarship, Bursary and Loan Committee is a 16-member committee, established pursuant to The Student Assistance and Student Aid Fund Act, 1985, acts in an advisory capacity to the Minister of Learning on student aid issues. The sixteen members come from the Universities, SIAST, Regional Colleges, Private Vocational Schools, Gabriel Dumont Institute, Student's Unions at both universities and Students' Associations from all for SIAST campuses and Saskatchewan Learning. **Children's Programs and Services, Capacity Building and Accountability, Strategic Partnerships and Aboriginal Education and Curriculum and Instruction:** No volunteers work directly with the Branches. The school divisions and schools are where the community members volunteer their services. However, the biggest area where we expect volunteers to assist schools to implement curriculum is in the work/study placements and the work experiences that community members provide for secondary students across the province. In addition, parent and community partnerships are encouraged in all schools and, most particularly, in Community Schools. The Branches have a number of working and advisory committees, which have volunteer members representing partner agencies in education. Examples include a parent volunteer and people sent by their agencies when they volunteer for the assignment. Volunteer teachers piloting new courses or evaluating learning resources before the department lists them as recommended resources. Most schools have community volunteers volunteering in a variety of roles. With the implementation of School[illegible] there maybe an increase in volunteerism. **Curriculum and Instruction Branch:** Volunteers sit on the various provincial curriculum reference committees (e.g., Middle Level English Language Arts, Science 10, Calculus 30). These volunteers represent partner agencies in education and individuals. Examples include teachers, parents, high school students, Elders, and other individuals named by the respective provincial and local community agencies and organizations. A significant area where we expect volunteers to assist schools to implement curriculum is in the work/study placements and the work experiences that community members provide for secondary students across the province. In addition, there are volunteer teachers piloting new courses or evaluating learning resources before the department lists them as recommended resources. Volunteers that are not school division staff members also provide support for school library programs in many communities in performing administrative tasks in the school library, assisting with fund raising activities, or providing support for students in reading programs. **Early Childhood Development:** Each of nine targeted sites has a Management Committee and a Planning Committee composed of 5-10 people. The larger the community, the larger the Management Committees and Planning Committees. The numbers vary as committee members leave or join the various committees. **Programs Branch:** **Literacy:** Volunteers are recruited by provincially funded adult literacy programs and are paired with adult learners to assist learners improve their literacy, language and/or numeracy skills. Volunteers also provide assistance to learners so they may prepare for GED exams and/or develop employability related skills. **EAPD:** There are many community-based organizations that provide vocational counseling services to individuals with disabilities. Many of these organizations have volunteers to supplement the activities of paid staff. The EAPD program does not generally work directly with volunteers; however, individuals with disabilities who access EAPD services may receive some assistance from volunteers. **Sector Partnerships Program (SPP)** Steering committees for Sector Partnership studies may include representatives from volunteer boards of directors, industry associations, community based organizations or unions. **Provincial Library:** **Saskatchewan Library Trustees Association** • Advisory committees • Support for local libraries **Saskatchewan Library Association (SLA)** (receives lottery funding from SaskCulture) • Advisory committees • Training and development of all library staff **Local Library** • Volunteers • Friends of the library **Private Vocational Schools:** The Private Vocational Schools Advisory Committee Institutions Branch works directly with this volunteer committee of representatives who provide vocational training in the private sector. This committee advises the branch on matters of regulation, access and student training needs. **Regional Colleges:** Each of the Regional Colleges is governed by a Board of Directors. As well volunteers act as literacy coaches and sit on various advisory committees in each community. **SIAST:** is governed by a Board of Directors. Volunteers sit on a variety of advisory committees such as the Development Office, Alumni Association, Program Advisory, Student Association, and labour Market studies. Business and other community leaders volunteer their assistance in work placements, mentorship, co-op programs and as guest lecturers. **University Services Branch:** The University Services Branch does not work directly with volunteers. However, we do have indirect contact with volunteers associated with the University of Regina, University of Saskatchewan, NORTEP, SIFC, and the Gabriel Dumont Institute. Board of Governors, University of Regina Board of Governors University of Saskatchewan Senate Membership University of Regina Senate Membership University of Saskatchewan. Alumni Association Board Members, University of Regina, attend board meeting, participate in discussions and make executive decisions. Alumni Association Board Members, University of Saskatchewan, attend regular meetings and chair sub-committees such as the Finance Committee, Alumni Success Committee, etc. A key responsibility is to lobby government and to represent the views of its members to the University. U of R Student Association: Community involvement in social justice events, environmental issues, anti-poverty rallies, etc.) U of S Student Volunteers: Organized through four centres; 1) Volunteer Centre; 2) Help Centre; 3) Lesbian, Gay, Bisexual, Transgendered and Allies (LGBTA) Centre; and, 4) Women's Centre. Volunteers are used for office duties, walking students' home ("Safewalk"), partnerships with community groups such as Big Brothers and the Cancer Society, training, discussions, speakers bureau, etc. **Gabriel Dumont Institute:** Participate on volunteer boards such as the Metis Cultural Development Fund and the Napoleon Lafontaine Scholarship. **NORTEP/NORPAC volunteers:** primarily consist of students and staff. Volunteers are used for student orientation, Christmas dinner help, public relations events, recognition nights, retreats and graduation. The purpose of these volunteer activities is primarily to encourage stronger internal relationships. As well, donations are solicited from outside organizations to support program initiatives. **First Nations University of Canada Board of Governors:** Attend monthly meetings, pass motions etc.	**Apprentice and Trade Certification Commission:** Approx. 250 **Student Financial Assistance Branch (Scholarship, Bursary & Loan Committee)** - 13 **Capacity Building and Accountability, Children's Services and Programs:** School division or schools would be able to supply an estimate of volunteer support. **Planning Curriculum and Instruction Strategic Partnerships and Aboriginal Education:** In a typical year, depending upon the number of curriculum renewal projects, approximately 80-100 volunteers serve on committees and approximately 300-400 volunteers participate in field testing projects. In the 2003-04 school year, there were 375 teachers registered as learning resource evaluators. Some of these teachers may also have been involved in field testing projects or serving on reference committees, or solely involved in evaluating resources. It is difficult to project the number of volunteers who support Saskatchewan students in work-based learning. Currently, such data is not formally collected. During 2003-04, however, there were more than 5000 students involved in work-based learning opportunities, with an accumulated total of more than 360,000 hours. **Early Childhood Development:** 5-15 per committee. Total, 110-120 at any given time. **Literacy:** Approx. 1,150 adults **EAPD:** Unknown **SPP:** Unknown **Saskatchewan Library Trustees Association:** Approx. 2,800 public library trustees **Saskatchewan Library Association:** Approx. 300 **Local Library:** Branch libraries recorded 131,217 volunteer hours in 2001. Numbers not available for Regina, Saskatoon and the North. Multiples of 300 public libraries. **Private Vocational Schools:** 10 on volunteer committee, appointed for 3-year terms **Regional Colleges:** In total, approx. 385. **SIAST:** In total, approx. 14,119. **U of R Board of Governors:** 12 **U of S Board of Governors:** 12 **U of R Senate:** Approx. 70 **U of S Senate:** Approx. 90 **U of R Alumni Association Board Members:** 12 **U of S Alumni Association Board Members:** 9 **U of R Student Association:** Approx. 500 (Student Union and member organizations) **U of S Student Volunteers:** Approx. 600 (Student Union and member organizations) **Gabriel Dumont Institute:** Approx. 40 **NORTEP/NORPAC volunteers:** Approx. 35 **First Nations University of Canada:** 28	**Apprentice and Trade Certification Commission:** Boards receive honoraria – Level D support. **Student Financial Assistance Branch (Scholarship, Bursary and Loan Committee):** Student representatives are provided with an honorarium and travel costs to attend meetings. **Planning, Evaluation and Children's Services and Curriculum and Instruction:** There is no funding provided by schools to their volunteers. The Department of Learning provides no funding to schools to fund their volunteers. **Curriculum and Instruction Branch – Curriculum and Instruction Reference Committees:** Saskatchewan Learning pays the expenses for these volunteers, but they do not receive an honorarium for their advisory services. **Volunteer teachers:** Saskatchewan Learning pays the expenses for these volunteers, but they do not receive an honorarium for their field testing services. **Volunteer workers:** No additional funding for businesses or individuals that support student work-based learning. **Literacy:** Funding for volunteer activities (i.e. training and orientation) is supported through the Department of Learning's grant to literacy service providers. These service providers include: 1. SIAST's four campuses 2. Eight regional colleges 3. Saskatchewan Federation of Labour 4. Circle Project 5. LEARN Lloydminster 6. Regina Public Library 7. READ Saskatoon **EAPD:** EAPD contracts with the following community-based organizations specifically to provide vocational counseling services: • Canadian Mental Health Association • Canadian Paraplegic Association • Saskatchewan Deaf and Hard of Hearing Services • Saskatchewan Association for Community Living • Canadian National Institute for the Blind • Saskatchewan Abilities Council, Regina Branch • South Saskatchewan Independent Living Centre • Learning Disabilities Association of Saskatchewan **SPP:** Funding is generally provided to an industry group or association. Expenses for steering committee members may be covered through SPP contract. Volunteers or staff employed by CBOs may participate in the steering committee. **Provincial Library:** Some expenses paid by library systems or the Provincial Library to serve on committees. **Private Vocational Schools:** Travel, meals and lodging expenses are reimbursed at government rates. **University Services Branch:** Board member travel expenses are reimbursed at University rates. **Alumni Association Board Members, University of Saskatchewan:** Travel expenses reimbursed but no honorarium. **U of R Student Association:** Funding not provided. **U of S Student Volunteers:** Funding is not provided. **Gabriel Dumont Institute:** Members of board or committees are paid expenses and an honorarium in accordance with GDI policies. **NORTEP/NORPAC volunteers:** Travel expenses and an honorarium are paid.	**Apprentice and Trade Certification Commission:** Boards are formally appointed. **Student Financial Assistance Branch (Scholarship, Bursary and Loan Committee):** The Scholarship, Bursary and Loan Committee is mandated through The Student Assistance and Student Aid Fund Act, 1985. **Planning, Evaluation and Children's Services and Curriculum and Instruction:** Schools, for the most part, do not have formal agreements with their volunteers. They will often have schedules for volunteer work time, but nothing that binds the volunteer into certain hours of work. **Curriculum and Instruction Branch – Curriculum and Instruction Reference Committees:** Yes, the agreements are formal and volunteers are appointed for the length of the project (typically 2-4 years depending upon the project). **Volunteer teachers:** Yes, there are formal agreements with the school division for pilot and implementation activities. It is an expectation that school divisions will support their teachers in field testing activities. Teachers who volunteer to evaluate resources for Saskatchewan Learning register on an annual basis. This arrangement is not made through the school division. **Volunteer workers:** Yes, there are formal agreements between the school division and the respective businesses that address the learning and well-being of students involved in work-based learning. In cases where parents or other members of the community volunteer time to support school library programs, the arrangement is informal. **Early Childhood Development:** Members of the Management Committees are already employed by government agencies and departments. As KidsFirst is under the auspices of three departments, (Health, Social Services and Learning) many of the members come from these departments although others are from Tribal Councils, Metis Nations and other Aboriginal departments and agencies. **Literacy:** No formal agreements are in place. **Saskatchewan Library Trustees Association:** No. **Saskatchewan Library Association:** Special project contracts (e.g.) speakers at workshops, onetime province-wide project to place public access computers in libraries **Regional Colleges:** Yes, legislation. Otherwise, the colleges have no formal agreements regarding volunteers. **SIAST:** Legislation (mandate). The SIAST Development Office has volunteer job descriptions as well as bylaws that reflect volunteer agreements. Terms of reference for new committees as well as operating agreements are being designed for January 2003. For volunteers assisting with practicum places and work experiences, there are some formal agreements in place for some employers (particularly in the health sector or with hospitals). **University Services Branch:** Terms of Reference for Board and Senate memberships formulated by each University. For membership on the Board of Governors and Senate for both Universities formal job descriptions and responsibilities are outlined in The University of Regina Act and The University of Saskatchewan Act. **Alumni Association Board Members, University of Saskatchewan:** Terms of Reference **U of S Student Volunteers:** Volunteers involved in the program "Safewalk" must sign a confidentiality clause. **Gabriel Dumont Institute:** Board and committee member have formal agreements that outline responsibilities and length of term.	**Apprentice and Trade Certification Commission:** A formal recognition policy is currently under development. **Student Financial Assistance Branch (Scholarship, Bursary and Loan Committee):** Retiring members are recognized by a thank you letter from the Minister. **Planning, Evaluation and Children's Services and Curriculum and Instruction:** Schools have their individual ways of recognizing their volunteers. Many of them have certificates of appreciation that they give to volunteers once a year at a celebration event. Sometimes schools will publish names of volunteers in the local papers. It is up to local communities and local school divisions to recognize their volunteers in some meaningful way. **Curriculum and Instruction Branch – Curriculum and Instruction Reference Committees:** Formally, volunteer's name listed as a member of the respective prestigious committee. Generally also a letter of recognition sent to the sponsoring agency at the conclusion of the volunteer's term. **Volunteer teachers:** No formal means. However, often the teachers who field test draft curricula are selected to be teacher leaders when the new curriculum is introduced. They mentor other teachers, provide in-service and are rewarded with the prestige of these functions. In addition, letters of recognition of service are provided if teachers wish to use their field testing experience for accreditation renewal purposes. Teachers who volunteer to evaluate learning resources for Saskatchewan Learning have their names listed at the front of the bibliography. **Volunteer workers:** School divisions recognize the contributions of businesses and individuals (who support students in work-based learning or support for school library programs) in a variety of ways. **Planning, Evaluation and Children's Services and Curriculum and Instruction:** Schools have their individual ways of recognizing their volunteers. Many of them have certificates of appreciation that they give to volunteers once a year, at a celebration event. Sometimes schools will publish names of volunteers in the local papers. It is up to local communities and local school divisions to recognize their volunteers in some meaningful way. **Curriculum and Instruction Advisory Committee:** Formally, volunteer's name listed as a member of this prestigious committee. Generally also a letter of recognition sent to the sponsoring agency at the conclusion of the volunteer's term. **Volunteer teachers:** No formal means. However, often the teachers who pilot resources are selected to be teacher leaders when the new curriculum is introduced. They mentor other teachers, do in-service and are rewarded with the prestige of these functions. **Early Childhood Development:** Not officially at this time as our program is very new. **Literacy:** Each literacy service provider holds annual recognition and training events for volunteers. **EAPD:** Each community-based organization has procedures in place to recognize the work of volunteers. **SPP:** Each community-based organization has procedures in place to recognize the work of volunteers. **Saskatchewan Library Trustees Association:** Recognized by local and provincial volunteer recognition programs. **Saskatchewan Library Association:** Frances Morrison Award for contribution to libraries on Saskatchewan. Honorary Life Memberships. **Local Libraries:** Appreciation events in local libraries. **Private Vocational Schools:** Retiring members are recognized by a thank-you letter from the chair. **University Boards, Senate, Alumni Association Board:** Thank you letter and indication of end of term conveyed by letter to Board members. **U of R:** Currently student volunteers in various organizations are not formally recognized but there are plans to publicize names in the Carillon, media, etc. in the near future. Reward "points program" is in place. For each hour of volunteer work the volunteer receives 1 point. Points can then be redeemed for prizes such as bookstore vouchers, parking passes, restaurant coupons etc. Alumni Association Board members thanked informally with gift, presentation. Former members given the honour of a consultative role. **U of S:** A volunteer appreciation night was held in 2001 and will likely be held in the future. **Gabriel Dumont Institute:** The senior manager of the activity generally sends a thank you letter and, occasionally, a small token of appreciation. GDI has a "no donations" policy, so any tokens of appreciation are often borne out of pocket or are promotional items donated from GDI publishing.

Government of
Saskatchewan

DECEMBER 2004